



**City of Phoenix**  
Personnel Department  
135 N. 2<sup>nd</sup> Avenue, Phoenix, AZ 85003-2097  
Voice: (602) 495-5703  
TTY: (602) 261-8687

## REQUEST TO REUSE TEST OR RESUME SCORE

***Please read the requirements on the reverse side to determine if you qualify to reuse a score.***

PRINTED NAME: \_\_\_\_\_  
*Last name followed by a comma, first name, middle initial (Example: Doe, Jane A.)*

DAYTIME OR MESSAGE PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

TITLE OF POSITION APPLIED FOR: \_\_\_\_\_

---

### **FOR PERSONNEL DEPARTMENT USE ONLY**

CURRENT RECRUITMENT NUMBER: \_\_\_\_\_ AIDE/ANALYST: \_\_\_\_\_

RECRUITMENT NAME: \_\_\_\_\_

MOST RECENT PRIOR RECRUITMENT NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

FINAL SCORE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

IF DISAPPROVED, CRITERIA ITEM(S) NOT MET: \_\_\_\_A \_\_\_\_B \_\_\_\_C \_\_\_\_D

EXPLANATION OF DISAPPROVAL (if needed): \_\_\_\_\_

DATE NOTICE SENT: \_\_\_\_\_

Revised 12/10/03

i/esstaff/administrative forms/reuse form – web site

## **NOTICE TO ALL APPLICANTS**

***The applicant must complete and submit to the Application Office the standard application or his/her resume (cover letter optional) and the data collection form along with this "Request to Reuse Test or Resume Score" form by the published close date for the recruitment.***

***Applicants may reuse their previous test or resume scores when ALL of the following conditions are met:***

- A. The Application Office currently must be accepting application materials for the recruitment.
- B. Allowance of test / resume score reuse must be indicated on the Employment Opportunity bulletin (job announcement).
- B. The applicant must have been posted to the eligible-for-hire list for the last recruitment either as a result of passing the test / resume evaluation OR due to reusing his/her score.
- D. When a written exam recruitment includes a demonstration exam, the applicant may reuse both the written exam score and the demonstration exam score.

## **CONTINUOUS OR UNTIL-SELECTION-MADE RECRUITMENTS**

For continuous or until-selection-made (written test or resume) recruitments, an applicant can reuse his/her score to extend their eligibility period if his/her name is expiring from the eligible-for-hire list. The recruitment must still be open at the time the reuse request is submitted.

## **NOTIFICATION**

- If the request is approved, you will be notified once the new eligible-for-hire list is established.
- If the request is NOT approved, you will be contacted by phone within two business days of submitting your request.

Revised 12/10/03

i/esstaff/administrative forms/reuse form – web site